Sherman Park and Recreation Commission
Minutes of Regular Meeting
September 11, 2017

Present:
Fran Frattini-Chairman
Karen Kellett
John Wrenn-Director
Denise DePalma
Stan Greenbaum
Kris Fazzone

Guests: Clay Cope, Don Lowe

Absent:
William Butts

Call to order:
Chairman Fran Frattini called the September 11, 2017 Regular Meeting of the Park and Recreation Commission meeting to order at 7:24pm.

Fran Frattini called for a moment of silence in memory of the solemn anniversary of 9/11/01.

Minutes from August 14, 2017 Regular Meeting:
A motion to approve the minutes of the August 14, 2017 Sherman Park and Recreation Commission Regular Meeting was made by Stan Greenbaum, seconded by Denise DePalma and voted with all in favor.

Facilities Use:
1. There was an application from New Milford Scout Troop 158 to park 4 or 5 cars at the town park lot from 9am on Saturday, September 23 to 5pm on Sunday September 24 while the scouts were on an outing to Green Island.

Kris Fazzone made a motion to accept the application from the New Milford Troop 158 for use of the town park lot for 4 or 5 cars for September 23 to 24. The motion was seconded by Karen Kellett and voted with all in favor.

2. John Wrenn had noted that there had been a request for use of the Veterans Field gazebo on September 23 for a birthday party that he had already approved. There is no fee associated with use of the gazebo at Veterans Field.

3. Mr. Wrenn had approved a request from a Scout Troop for use of the pavilion for an event that has already occurred on August 27th. Also there was a request for the Cub
Scouts to use the Pavilion and Allen’s Camp the one weekend in September paperwork was not yet received but approval of the commission to waive the fee was requested so Mr. Wrenn could approve the application when received.

Denise DePalma made a motion to accept the application from the Boy Scouts for use of the pavilion after the fact and for the fee to be waived and for the Cub Scouts for a weekend in September with fee waived, seconded by Stan Greenbaum and voted with all in favor.

Denise DePalma noted that she had seen picnic tables stacked upon each other in the pavilion. Mr. Wrenn will look into it as this is not supposed to happen and he noted that he had not directed anyone to stack them.

Public Comment:

Clay Cope told the Commission he had 3 concerns to bring to them:

1. Donny Borkowski had been told to install new signs at the tennis courts but was not given any further direction as to where to put them. The Commission thought this was strange as the new signs will replace the old and the old are presently installed.

2. More than one porta pot was needed at the tournament.

3. The procedure for unlocking bathrooms before planned concerts and locking them after concerts at the pavilion at the town park.

John Wrenn noted that an additional portable toilet had been ordered for the tournament; why it was not there was a mystery.

Mr. Wrenn noted that staff had been scheduled to open and close bathrooms the day of the concert but concert was rescheduled and no lifeguards were on duty that night. Although the key was delivered to the performer in advance of the concert, Mr. Cope said that the performer did not have the key to the bathrooms and he had to provide it at 6:30PM. Mrs. Frattini asked Mr. Cope — Did he have two keys? The response was “maybe” (To clarify - Mrs. Kellett had an email chain with the performer who thanked her for her help in obtaining a key at 5:50PM. There may have been some confusion as the Selectman’s office had the pavilion re-keyed this summer to have only one key and not the two as Park and Rec. had originally set it up, so if the performer was asked if he had the key to the bathroom and he knew there were two keys and he had only one then he may have thought he did not have the key to the bathrooms) Mr. Cope requested improved procedures and communication.

There was a discussion about the composting bathroom facility at Veterans Field that has been closed for some time. Mrs. Frattini stated that the Commission would prefer to prioritize efforts towards the completion of interior repairs and upgrades of the bathroom facility. The composting toilets themselves have been declared in fine working order but the interior of the building needs to remodeled and made “sanitizable”. The Commission would like to see automatic, timed locking doors also. Previous efforts to get this work done were discussed, including possible quotes that had been obtained. Clay Cope requested that the Commission send him a proposal and/or a quote. It was noted that this project may have to go out to bid and would need BOS approval.

There was discussion about the request submitted by the Commission for back-up documentation for the billing related to the tennis court project, specifically for the engineer with detailed explanations of all his hours. Mr. Cope stated that the vendor has not provided final documentation but that he will follow up with Ruth regarding the Commission’s request.

There was a discussion about the portable benches with backs that the BOS ordered for our playing fields. The discussion included: the possible safety of portable benches with backs verses
benches without backs; the fact that the Park and Recreation Commission had not authorized this purchase; the cost of the benches; the proper procedure for ordering and purchasing items for Park and Recreation facilities; email communications related to bench purchase.

After being asked to stay for the meeting, as he is an ex-officio member of the Commission, Clay Cope left the meeting.

There was a further discussion about the composting toilets. It was again noted that the toilets are in good working order and that it was the building interior that needed repairs, remodeling and cleaning. Items discussed as still needed included: repairs and remodeling of floors and walls; installation of simple drainage system for minimal amounts of water needed to clean interior; the scheduling of proper maintenance. Don Lowe noted that he was in favor of fixing the building and installing timed door locks. Materials and methods for cleaning were discussed.

The tennis court project was discussed. It was noted again that the Park and Recreation Commission are waiting for the detailed explanation of the engineer’s bill of twenty-three thousand ($23,000.00) dollars. It was clarified that the engineer is not on retainer or an employee of the town. It was further noted that any expenditure exceeding $10,000 has to go out to bid. Also noted was the fact that there were separate bids for the tennis court projects but not from engineers and the assumption was that the engineer’s fees were included in the overall totals of each company’s bid and that the engineer was contracted by the company. It was noted that the engineering portion of the tennis court project was expected to be closer to $8,000.

Other details of the tennis court project were discussed including; the Commission had wanted to use the existing posts and simply get new fencing but new poles were included in final project; tennis committee’s work to research and develop bid specs; involvement of First Light. It was noted that Park and Recreation has a blanket permit from First Light to maintain existing facilities and that all that was necessary was notifying First Light of the upcoming tennis court project on the same footprint. It was also noted that there was no need for the engineer to meet with First Light and that an engineer’s oversight was needed on site on the day of the pour, to inspect the framework and after the leveling and grading.

There was a discussion about the fact that the Commission is short one member. Don Lowe noted that he may know of a suitable candidate. Mr. Lowe left the meeting.

There was a discussion about Clay Cope’s written proposal for replacing the playgrounds at Veterans Field and at the town park. It was noted that a recent inspection of the Veterans Field playground revealed that it was in generally fine shape with a few repairs completed. The Commission was not in favor of replacing it at a cost of $91,000. A plan for replacing equipment at the town park playground one piece per year was discussed. Some pieces had been replaced. Issues with the height of the swings were discussed.

**Correspondence/New /Old Business**
1. John Wrenn reported that the Lumos concert was very good. There had been a rainout on the original date but it had been rescheduled.
2. It was noted that the BOS had decided to change the locks at the pavilion to one single key without consulting the Commission or John Wrenn. There used to be two keys so that renters could access the bathrooms, the storage area or both depending upon the

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rental agreement. Now one key opens all areas and Mr. Wrenn was informed after the change was made. Park and Recreation funds had been spent without Park and Recreation approval.

3. Referring to Mr. Cope’s concerns stated earlier, Mr. Wrenn noted that it should have been evident that the new tennis court signs should have been put up right where the old ones had been. Mr. Wrenn further noted that Donny Borkowski has been instructed to contact Mr. Wrenn whenever he has a question and that Mr. Borkowski has called him many times.

4. Visibility of tennis court signs from different vantage points was discussed along with using both the old and the new signs. This would take into account where the gates are and points of entry.

5. Picnic tables at the tennis courts were discussed including possible new placement and possibly adding one more table.

6. Again referring to Mr. Cope’s concerns stated earlier, it was noted that the situation with the bathrooms not being unlocked for the concert had been rectified through communication between the performer and Karen Kellett by the start of the concert.

7. There was a discussion about Commission members getting town email addresses for Park and Recreation related communications.

8. Fran Frattini noted that through his Administrative Assistant, First Selectman Cope had asked for the recordings of the last two Park and Recreation Commission Meetings and Mrs. Frattini advised them that the Park and Recreation Commission meetings are not recorded and FOIA does not require that they be

9. The Babi Floyd Memorial Concert was discussed and it is being planned for spring 2018.

10. Stan Greenbaum requested of Fran Frattini that she send Ruth a reminder to forward the previously requested details of engineer’s charges for tennis court project along with final bills. It was noted that final cost of the project should have been less than expected due to lack of need to install the temporary construction road that was included in the bid.

11. There was a discussion of the pickle-ball court that was added to the tennis court project by the BCS and the pickle-ball equipment that was being charged to Park and Recreation’s account which should have been included in the Tennis Court costs.

12. The newly installed basketball backboard was discussed. It was noted that the supports may need reinforcing, as they may not be substantial enough for the weight of the backboard.

13. It was noted the third swing at the beach playground is bit crooked.

Maintenance and Repairs:  1. Covered in other areas of the meeting.

Facilities:

1. Boat docks were discussed. It was noted that the money for the final section (i.e. floating section of fingers and walkway) has been allotted. Tucker has the contract to do the work and Mr. Wrenn is waiting for the drawings from that company. The discussion will continue at an upcoming meeting.

2. Mr. Wrenn will check to see if the bumps on the tennis courts have been corrected.

3. It was noted that the Commission disagrees with the BOS spending money for items that are within Park and Recreation’s purview without consulting the Commission. This results in money running out for items the Commission has in its plans for its facilities and puts the Park and Recreation budget in jeopardy.
4. It was noted that some of the items purchased without Park and Recreation’s permission included: $1,200 for glass basketball backboard; $1,600 for installation of backboard; $2,050 for benches; cost of pickle-ball nets and equipment; cost of changing locks at the town park pavilion; cost of signs that had inaccurate wording.

5. It was further noted that new swim buoys are needed at a cost of approximately $1,800 for 3 but there isn’t money left in the budget due to BOS expenditures. Options are to ask town for extra funds or to add to next year’s budget.

6. It was noted that the Commission knew new benches were needed and probably would have approved the expenditure. Again the Commission had been bypassed by the BOS with a failure to follow procedure and an apparent disrespect for the Commission that is tasked with all aspects of these facilities.

*Kris Fazzone made a motion to approve the expenditures for the two portable benches ordered by the BOS that the Park and Recreation Commission would have approved prior to ordering if they had been consulted, seconded by Stan Greenbaum and voted with all in favor.*

**Old Business/New Business:**

1. The Annual Report was discussed. There were no significant changes. It will be submitted in a timely manner.

2. Kris Fazzone described corrective action he took at the town park when he had observed the lifeguards performing poorly. Mr. Wrenn will follow up on this with the Waterfront Director.

3. The final concert was held on September 9 and went very well.

**Director’s Report:**

John Wrenn shared the following information:

1. Puppy Training classes will start September 27.
2. Karate is every Monday night.
4. Open Basketball is every Tuesday night.
5. Eight individuals have signed up for a boat slip so far.
6. There may be a need for a double lottery: one for large boats and one for small.
7. If needed, lottery would be held on October 14.
8. ASP started out slow but it usually does, as families adjust to a new school year. ASP will be discussed again at the October meeting. A decision about continuing ASP through second half of school year will be made prior to December school vacation so parents can have advanced notice.
9. Efforts to promote ASP will be made.
10. Checking account information was distributed.
11. Concerts overall were wonderful; some had to be canceled due to rain.
12. Mr. Wrenn reviewed Mr. Cope’s proposed new playground designs as well as reviewing history of the town park’s playground equipment and old plan for gradual piece-by-piece replacement plan. There was a discussion about considering adding new items at the town park playground but it was tabled to a future meeting when the 2018-19 budget is discussed.
Fran Frattini advised that the next Regular Monthly Park and Recreation Commission Meeting will be on the **first Monday of the month, October 2, 2017**, due to the Columbus Day holiday on the second Monday.

*Kris Fazzone made a motion to adjourn the September 11, 2017 Park and Recreation Regular meeting. The motion was seconded by Denise DePalma and passed unanimously. The meeting was adjourned at 9:44pm.*

Respectfully submitted,

Karen Kellett  
Park and Recreation Secretary  

Mary Jo Dix  
Recording Secretary  

The next Park and Recreation Meeting will be October 2, 2017.

*These minutes are not considered official until they have been approved at the next regularly scheduled meeting of the Park and Recreation Commission*